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NOTIFICATION

No. B. 13016/20/97-SWD, the 12th August, 1999 : In exercise of the powers conferred under Section 73(1) of the Persons with Disabilities (equal opportunities, Protection of Rights & Full Participation) Act, 1995 (1 of 1996) the Governor of Mizoram is pleased to notify The Mizoram Persons with Disabilities (equal opprtunities, Protection of Rights & Full Participation) Rules, 1999 with immediate effect.

sd/-

(R. BHATTACHARJEE)

Addl. Secretary to the Government of Mizoram

Social Welfare Department

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THE MIZORAM PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES, PROTECTION OF RIGHTS & FULL PARTICIPATION) RULES, 1999

In exercise of the powers conferred by Section 73(1) of The Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 (1 of 1996), the Governor of Mizoram is pleased to make the following Rules, namely :-

CHAPTER - I

Preliminary

(1) These rules may be called "The Mizoram Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Rules, 1999.

(2) They also come into force on the date of their publication in the Official gazette.

In these rules unless the context otherwise requires

(a) "Chairperson" means a chairperson appointed under the Act.
(b) "Member" means a member appointed under the Act.
(c) "Member-Secretary" means a Member-Secretary appointed under the Act.
(d) "Notification" means Notification published in the Official gazette.
(e) "Prescribed" means prescribed by Rules.
(f) "Rules" means Rules made under the Act.
(g) "Section" means a section of the Act.
(h) "Special Employment Exchange" means special Employment Exchange, special cell in normal employment exchange and such employment exchanges which are notified special Employment Exchanges by Notification in the Official gazette.
(i) "The Act" means Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996).
(j) "Vice-Chairperson" means a Vice- Chairperson appointed under the Act.
(k) "Year" means the financial year commencing on the first day of April.

CHAPTER - II

Guidelines for evaluation of various disabilities

3. Guidelines for evaluation of various disabilities as published in the Gazette of India Part 1. Section 1, No. 4-2/83-HW III Government of India, Ministry of Welfare and as may be amended from time to time shall be followed for evaluation of various disabilities as defined in clauses (b),(e),(l),(n),(o),(q), and (r) of section 2 and read with clauses (t) and (u) of section 2 of the Act.

4. ***Authorities to give Disabilities/Certificate***. A Disability Certificate will be issued by a Medical Board duly constituted by the State Government. The State Government will constitute a Medical Board consisting of atleast three members out of which atleast one may be a specialist in the particular field for assessing blindness low vision, leprosy cured, hearing impairment, locomotor disabilities, mental retardation and mental illness, as the case may be.

5. The Medical Board will, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability, wherever there is any change of variation in the degree of disability the Medical Board will indicate the period of validity in the certificate.

6. The Certificate issued under the above rule will be valid for the whole of the State of Mizoram and will make a person eligible to apply for facilities, concessions and benefits admissible under any scheme of Government or Non-Governmental Organisations subject to such conditions as the Central or the State government as the case may be may impose from time to time.

7. The State Government shall also appoint an appellate Medical Board to resolve any dispute.

CHAPTER - III

The State Coordination Committee

8. ***Membership Roll*** : the Member-Secretary shall keep a record of names of members and their addresses.

9. ***Change of Address*** : If a member changes his address, he shall notify his new address to the Member-Secretary who shall thereupon enter his new address, in the Official records but if he fails to notify his new address, the address in the Official records shall for all purposes be deemed to be the Member's correct address.

10. ***Daily and travelling Allowances.*** (1) Non-Official members of the State Coordination Committee ordinarily residing at State headquarters, shall be paid an allowances as may be decided by Government from time to time each day of the actual meetings of the State Coordination Committee.

(2) Non-Official members of the State coordination Committee, not ordinarily residing at State headquarters, shall be paid daily and travelling allowances for each day of the actual meetings admissible to a Grade I Officer of the State Government.

Provided that in case of a Member of the State Legislative Assembly who is also a member of the State Coordination Committee the said daily and travelling allowances will be paid at the rates admissible to him as Members of the State Legislative Assembly, when the Legislative Assembly is not in session and on production of a certificate by the member that he has not drawn any such allowance for the same journey and halts from any other Government source.

11. ***Notice of Meetings.*** (1) The meetings of the state Coordination Committee shall, ordinarily be held at the State Headquarters on such dates as may be fixed by the Chairperson.

Provided that it shall meet at least once in every six months.

(2) The Chairperson shall, upon the written request of not less than 10 members of the State Coordi-

nation Committee, call a special meeting of the State Coordination Committee.

(3) 15 clear days' notice of an ordinary meeting and 5 clear days' notice of a special meeting specifying the time and the place at which such meeting is to be held and the business to be transacted thereat, shall be given by the Member-Secretary to the members.

(4) Notice of a meeting may be given to the members by delivering the same by messenger or sending it by registered post to his last known place of residence or business or in such other manner as the Chairperson, may, in the circumstances of the case, thinks fit.

(5) No member shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given 10 clear days' notice to the Member-Secretary, unless the Chairperson, in his discretion, permits him to do so.

(6) (a) The State Coordination committee may adjourn its meetings from day to day or to any particular day.

(b) Where a meeting of the State Coordination committee is adjourned from day to day, notice of such adjourned meeting shall be given to the members available in the city, town, or other place where the meeting which is adjourned if held, either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members.

(c) Where a meeting of the State Coordination Committee is adjourned not from the day to day but from the day on which the meeting is to be held to another date, notice of such meeting shall be given to all the members as provided in sub-rule (4).

12. ***Presiding Officer*** : The Chairperson shall preside at every meeting of the Board at which he is present, and in his absence, the Vice-Chairperson shall preside, but

when both the Chairperson and the Vice-Chairperson are absence from any meeting, the members present shall elect one of the members to preside at that meeting.

13. ***Quorum***. (1) One-third of the total members shall form the quorum for any meeting.

(2) If at any time fixed for any meeting or during the course of any meeting less than one-third of the total members are present, the chairperson may adjourn the meeting to such hours on the following or on some other future date as he may fix.

(3) No quorum shall be necessary for the adjourned meeting.

(4) No matter which had not been on the agenda of the original meeting shall be discussed at such adjourned meeting.

(5) (a) Where a meeting of the State Coordination Committee is adjourned under sub-rule (2) for want of quorum to the following day, notice of such adjourned meeting shall be given to the members available in the city, town, or other place where the meeting which is adjourned is held, either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members,.

(b) Where a meeting of the State Coordination Committee is adjourned under sub-rule (2) for want of quorum not to the following date with sufficient gap, notice of such adjourned meeting shall be given to all the members as provided in sub-rule (4) of Rule 11.

14. ***Minutes*** : (1) Record shall be kept of the names of members who attend the meeting and of the proceedings at the meeting in a book to be maintained for that purpose by the Member-Secretary.

(2) The minutes of the previous meeting shall be read at the beginning of the every succeeding meeting and shall be confirmed to that effect by the presiding Officer at such meting.

(3) The proceeding shall be opened to inspection by any members at the Office of the Member-Secretary during Office- hours.

15. ***Absence from meeting of State Coordination Committee***. Any members of the State Coordination Committee absenting himself from three consecutive meetings without leave of the Chairperson shall cease to be a member of the State Coordination Committee.

16. ***Maintaining order at meeting*** : The Presiding Officer shall maintain order at the meeting.

17. ***Business to be transacted at meeting.*** (1) Except with the permission of the Presiding Officer, no business which is not entered in the agenda or of which notice has not been given by a member under sub-rule(5) of Rules 11, shall be transacted at any meeting.

(2) At any meeting, business shall be transacted in the order in which it is entered in the agenda, unless otherwise resolved in the meeting with the permission of the Chair.

18. ***Decision by majority*** : All questions considered at a meeting of the committee shall be decided by a majority of votes of the members present and voting and in the event of equality of votes, the Chairperson, or in the absence of Chairperson, the Vice-Chairperson, or in the absence of both the Chairperson and the Vice-Chairperson, the members presiding at the meeting, as the case may be, shall have casting vote.

19. ***No proceeding to be invalid due to vacancy or any defect.*** No proceeding of the state Coordination Committee shall be invalid merely by reasons of existence of any vacancy or any defect in the constitution of the Committee.

CHAPTER - IV

The State Executive Committee

20. ***Daily and Travelling Allowances.*** (1) Non-Official members of the State Executive Committee. Ordinarily residing at State Headquarters, shall be paid and allowances as may be decided by Government from time to time for each day of the actual meetings of the state Coordination committee.

(2) Non-Official members of the state Executive Committee, not ordinarily residing at State Headquarters, shall be paid daily and travelling allowances for each day of the actual meetings admissible to a Grade - I Officers of the State Government.

21. ***Notice of meetings.*** (1) The meetings of the State Executive Committee shall ordinarily be held at the State Headquarters, on such dates as may be fixed by the Chairperson.

Provided that it shall meet at least once in every six months.

(2) The Chairperson shall, upon the written request of not less than 10 members of the state Executive Committee, call a special meeting of the state Executive Committee.

(3) 15 clear days' notice of an ordinary meeting and 5 clear days' notice of a special meeting specifying the time and the place at which such meeting is to be held and the business to be transacted there at, shall be given by the Member-Secretary to the members.

(4) Notice of a meeting may be given to the members by delivering the same by messenger or sending it by registered post to his last known place of residence of business or in such other manner as the Chairperson, may in the circumstances of the case, thinks fit.

(5) No members shall be entitled to bring forward for the consideration of the meeting any matter of which he has not given 10 clear days' notice to the Member-Secretary, unless the Chairperson, in his discretion, permits him to do so.

(6) (a) The State Executive Committee may adjourn its meeting from day to day or to any particular day.

(b) Where a meeting of the State Executive Committee is adjourned from day to day, notice of such adjourned meeting shall be given to the members available in the city, town, or other place where the meeting which is adjourned if held, either by Telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members.

(c) Where a meeting of the State Executive Committee is adjourned not from day to day but from the day on which the meeting is to be held to another date, notice of such meeting shall be given to all the members as provided in sub-rule (4).

22. ***Presiding Officer.*** The Chairperson shall preside at every meeting of the Board at which he is present and in his absence, the members present shall elect one of the members to preside at that meeting.

23. ***Quorum.*** (1) One-Third of the total members shall form the quorum for any meeting.

(2) If any time fixed for any meeting or during the course of any meeting less than one-third of the total members are present, the Chairperson may adjourned the meeting to such hours on the following or on some other future date as he may fix.

(3) No quorum shall be necessary for the adjourned meeting.

(4) No matter which had not been on the agenda of the original meeting shall be discussed at such adjourn meeting.

(5) (a) Where a meeting of the State Executive Committee is adjourned under sub-rule (2) for want of quorum to the following day, notice of such adjourned meeting shall be given to the members available in the city, town, or other place where the meeting which is adjourned is held, either by telephone or by special messenger and it shall not be necessary to give notice of the adjourned meeting to other members.

(6) Where a meeting of the State Executive Committee is adjourned under sub-rule (2) for want of quorum not to the following date but to another date, notice of such adjourned meeting shall be given to all the members as provided in sub-rule (4) of Rule 21.

24. ***Minutes***. (1) Records shall be kept of the names of members who attend the meeting and of the proceedings at the meeting in a book to be maintained for that purpose by the Member-Secretary.

(2) The minutes of the previous meeting shall be read at the beginning of the every succeeding meeting, shall be confirmed and signed by the Presiding Officer at such meeting.

(3) The proceedings shall be open to inspection by any member at the Office of the Member-Secretary.

25. ***Absence from meetings of State Executive Committee.*** Any member of the State Executive Committee absenting himself from three consecutive meetings without leave of the Chairperson shall cease to be a member of the State Executive Committee.

26. ***Maintaining Order at meeting.*** The Presiding Officer shall maintain order at the meeting.

27. ***Business to be transacted at meeting***. At any meeting business shall be transacted in the order in which it is entered in the agenda, unless otherwise-resolved in the meeting with the permission of the Chair.

28. ***Decision by Majority***. All questions considered at a meeting of the Committee shall be decided by a majority of votes of the members present and voting and in the event of the equality of votes, the Chairperson, or in the absence of the Chairperson, the Member presiding at the meeting, as the case may be, shall have casting vote.

29. ***No proceeding to be invalid to vacancy or any defect***. No proceeding of the State Executive Committee shall be invalid merely by reasons of existence of any vacancy in or any defect in the constitution of the Committee.

30. ***Manner and Purpose of Association of Persons with State Executive Committee.*** (1) The State Executive Committee may invite any person whose assistance or advice, if considered useful in performing any of his functions, to participate in the deliberations of any of its meeting.

(2) If the person associated with the state Executive Committee under sub-rule (1) happens to be a non- Official, residing ordinarily at the State headquarters, he shall be entitled to get an allowance of Rs. 150/- per day for each day of actual meeting of the State Executive Committee in which he is so associated.

(3) If such a person is not resident at the State Headquarters, he shall be paid daily and travelling allowances for each day of the actual meeting admissible to a Grade - I Officer of the State Government.

(4) If such person is a government servant, or an employee in a government undertaking, he shall be entitled to travelling and daily allowances only at the rate admissible under the relevant rules applicable to him on production of a certificate by him that he has not drawn any such allowance for the same journey and halts from any other government source.

31. ***Fees for Associated person.*** Notwithstanding anything in Rule 30, the State Executive Committee may pay the person associated with the Committee with the prior approval of the State Government such fees as considered appropriate pending on the nature of work assigned under Section 2 of the Act, and the qualification and experience of the associated person.

Provided that the State Executive Committee shall not associated any person without the prior approval of the State government, if the period of the association exceeds four months or fees payable to him exceeds Rs. 3000/- per month.

32. ***Tours by Associated Person.*** The associated person or person may, with the prior approval of the Chairperson, undertake tours within the country for the performance of the duties entrusted to him by the State Executive Committee and in respect of such tour he shall be entitled to travelling and daily allowance at the rates admissible to a Grade- I Officer of the State Government.

33. ***Associated person not to disclose any information.*** The Associated person shall not disclose any information either given by the State Executive Committee or obtained during the performance of the duties assigned to him either from the State Executive Committee or otherwise, to any person other than the State Executive Committee without the written permission of the Chairperson of the Committee.

34. ***Duties and Function of the associated person.*** The Associated person shall discharge such duties and perform such functions as are assigned to him, by the State Executive Committee.

CHAPTER - V

EMPLOYMENT

35. ***Computation of Vacancies .*** For the purpose of computation of vacancies for person with disabilities in Group A,B,C and D posts, the procedures shall be as the Central Government may decided and notify from time to time subject to such adoptation as the State Government may think fit in public interest.

36. ***Notification of vacancies to the Special Employment Exchanges.*** (1) Vacancies in posts of a technical and scientific nature occurring in establishments in respect of which the State Government is the appropriate Government under the Act shall be notified to such Special Employment Exchanges as may be specified by the State Government by notification in the Official gazette, in this behalf.

(2) Vacancies other than those specified in sub-rule (1) shall be notified to the local Special Employment Exchange concerned.

37. ***Form and manner of notification of vacancies.*** (1) The vacancies shall be notified in writing to the appropriate Special Employment Exchange, and the following particular shall be furnished, where practicable, in respect of each type of vacancy.

(i) Name and Address of the employers
(ii) Telephone number of the employer;
(iii) Nature of vacancy :-
  (a) Type of workers required (Designation)
  (b) Description of duties
  (c) Qualification required :-
    (i) Essential
    (ii) Desirable

(d) Age limits, if any

(e) Whether women are eligible ?

(iv) Number of vacancies -

(a) Regular

(b) Temporary

(v) Pay and Allowances

(vi) Place of works (name of Town/Village and District in which it is situated).

(vii) Probable date by which the vacancy will be filled.

(viii) Particulars regarding interview/test of applicants

(a) Date of interview/test

(b) Time of interview/test

(c) Place of interview/test

(d) Designation and address of the person to whom applicants should report.

(ix) Whether there is any obligation or arrangement for giving preference to the Physically Handicapped persons in filling up the vacancies, and if so, the No. of vacancies to be filled by such persons.

(x) Any other relevant information.

(2) The vacancies shall be re-notified in writing to the appropriate Special Employment Exchange if there is any change in the particulars already furnished to the Special Employment Exchange under sub-rule (1).

38. ***Time limit for the notification of vacancies***

(1) Vacancies, required to be notified to the local Special Employment Exchange, shall be notified at least 15 days before the date on which applicants will be interviewed or tested where interviews or test are held, or the date on which vacancies are intended to be filled, if no interviews or test are held.

(2) Vacancies, required to be notified to the Special Employment Exchange notified under Sub-Rule (1) of rule 37 shall be notified at least four weeks before the date on which applicants will be interviewed or tested where interviews or tests are held, or the date on which vacancies are intended to be filled, if no interviews or test are held.

(3) An employer shall furnish to the concerned Special Employment Exchange, the results of the selection within 15 days from the date of selection.

39. ***Submission of Returns.*** An employer shall furnish to the local Special Employment Exchange quarterly return in Form ER-1 and biennial returns in Form-ER II as may be amended from time to time. Quarterly return shall be furnished within thirty days of the due dates, namely 31st March, 30th June, 30th September and 31st December. Biennial return shall be furnished within thirty days of the due dates as notified in the Official Gazette.

40. ***Form in which record to be kept by an employer.*** An Employer shall maintain the record of employees with disabilities in Form No. III, as may be amended from time to time.

CHAPTER-VI.

Recognition of institutions for, Person with Disabilities.

41. ***The Form of Application.*** Every application for a certificate of registration shall be made in Form - IV

42. ***Order refusing to give Grant Certificate.*** The Competent authority may, after giving the applicant reasonable opportunity of being heard, make and order refusing to grant a certificate. Such order will contain specific reasons for refusal to grant such a certificate and shall be communicated to the applicant through registered post.

43. ***Validity of Certificate of Registration.*** A certificate of registration granted under Section 52 of the Act, shall, unless revoked under Section 53 of the Act, remain in force for a period of three years.

44. ***Appeal.*** A person aggrieved by the order of the competent authority refusing to grant a certificate or revoking a certificate may, within a period of 30 days, prefer an appeal to the State Government against such refusal or revocation.

Provided that the State Government may entertain an appeal after the expiry of the said period of 30 days if it is satisfied that there was sufficient cause for not filling it within that period.

CHAPTER - VII

Commissioner for Persons with disabilities.

45. (1) ***Procedure to be followed by Commissioner.*** A complaint containing the following particulars shall be presented by the complainant in person or by his agent to the Commissioner of Person with disabilities or be sent by registered post addressed to the Commissioner.

(a) The name, description and the address of the the complainant;

(b) The name, description and the address of the opposite party or parties, as the case may be, so far as they can be ascertained;

(c) The facts relating to complaint and when and where it arose.

(d) Documents in support of the allegations contained in the complaint;

(e) The relief which the complainant claim

(2) The Commissioner on receipt of a complaint shall refer a copy of the complaint to the opposite party/ parties mentioned in the complaint directing him to give his version of the case within a period of 30 days or such extended reasonable period as may be granted by the Commissioner

(3) On the date of hearing or any other date to which hearing could be adjourn, it shall be obligatory on the parties or their agents to appear before the Commissioner. Where the Complainant or his agents fails to appear before the Commissioner on such days, the Commissioner may in his discretion either dismiss the complaint on default or decide on merits. Where the opposite party or his agent fails to appear on the date of hearing the Commissioner may take such necessary action under Section 63 of the Act as he deems fit for summoning and enforcing the attendance of the

opposite party. He may, however, decide to dispose of the complaint ex-parte also.

(4) The Commissioner may on such terms as he deems fit and at any stage of the proceedings adjourn the hearing of the complaint, But the complain shall be decided as far as possible within a period of three months from the dates of notice received by the opposite party.

46. ***Salary & allowance of the Commissioner.*** The Commissioner for Persons with disabilities shall be entitled to salary, allowance and other perquisites as are available to Secretary to the State Government in charge of the Department of Social Welfare.

47. ***Submission of Report to the State Government.*** The Commissioner shall submit report to the State Government on the implementation of the Act under Section 61 (d) of the Act at the interval of six months in such a manner that atleast two reports are sent in one financial year.

48. ***Submission of Annual Report.*** (1)The Commissioner shall, as soon as possible after the end of the Financial Year but no later than the 30th day of September in the next year ensuing, prepare and submit to the State Government an annual report giving a true and faithful account of his activities during the said financial year.

(2) In particular, the annual report referred to in Sub-Rule (1) shall contain information in respect of each of the following matters namely:-

(a) Names of Officers or staff of the board and a chart showing the organisational set up.

(b) The function which the Commissioner has been empower under Section 61 and 62 of the Act and the highlights of the performance in this regard.

(c) The main recommendations made by the Commissioner.

(d) Progress made in the implementation of the Act district wise.

(e) Any other matter deemed appropriate for inclusion by the Commissioner or prescribed by State Government from time to time.

FORM ER - 1
(See rule 39)

Quarterly return to be submitted to the Special Employment Exchange for the Quarter ended .....
Name & Address of the Employer : .....
Whether Head Office : .....
(Branch Office : .....
Nature of business/principal activity : .....

1 (a) **EMPLOYMENT**

Total member of persons including working proprietors/Partners/Commissioner Agents/ Contingent paid and contractual workers, on the pay rolls of the Establishment excluding part time workers and apprentices. (The figures should include every person whose wage or salary is paid by the establishment).

	On the last working day of the previous quarter	on the last working day of the quarter under report
Men with disability :		
Women with disability :		
TOTAL :		

B) Please indicate the main reason for any increase or decrease in employment if the increase or decrease is more than 5 % during the quarter.

2. VACANCIES :- Vacancies carrying total emoluments of Rs, 60/or over per month and of over three months' duration.

(a) Number of vacancies occurred and notified during the quarter and the number filled during the quarter (Seperate figures may be given for men with disability and women with disability).

Number of vacancies which come within the purview of the Act.

Occurred	Notified		Filled	Sources (Describe the source from which filled)
	Local Spl. Emp.Exchge.	G.E.E.		
1	2	3	4	5

(b) Reason for not notifying all vacancies occurred during the quarter under report vide 2(a) above .....

3. Man power shortages
Vacancies/ posts unfilled because of shortage of suitable applicants.

Name of occupation or designation of the post	Number of unfilled vacancies/posts		
	essential qualification	essential experience	experience not necessary
1	2	3	4

Please list any other occupation for which this establishment had recently any difficulty in obtaining suitable applicants.

Signature of employer

To,
The Employment Exchange,

NOTE : *This return shall relate to quarters ending 31st March/30th June/30th September and 31st December and shall be rendered to the local Special Employment Exchange within 30 days after the end of the quarter concerned.*

Ex - 209/99

FORM ER - II
(See rule - 39)

Occupational return to be submitted to the local Special Employment Exchange once in two years (on the date to be specified by notification in the Official Gazette)

Name and address of the employer .....
Nature of business .....
(describe what the establishment makes or does as its principal activity)

1. Total number of persons on the pay rolls of the establishment on (Specify date) .....
(This figures should include every person whose wage or Salary is paid by the establishment) (Separate figures for men with disability and women with disability may be given)

2. Occupational classification of all employees as given in item - I above.

(Please give below the number of employees in each occupation separately)

Occupation	Number of employees			
Use exact terms such as engineer (Mechanical);teacher(domestic/science), Officer on duty (actuary), Assistant Director (Matallurgist), Scientific Asstt. (Chem); Research Officer (Economist); Instructor (Carpenter), Supervisor (tailor); Fitter (Internal combustion engine); Inspector (Sanitary); Superintendent (Office); apprentice (Electrician)	Men with disability	Women with disability	Total	Please give as far as possible approximate number of vacancies in each occupation you are likely to fill during the next calendar year due to retirement
1	2	3	4	5
TOTAL				

Dated : _____

Signature of Employer

To,
The Employment Exchange .....
(Please fill in here the address of your Local Special Employment Exchange)
.....

NOTE : Total of Col. 4 under item 2 should correspond to the figures given against item -1

FORM III
(See rule 40)

1. Name and address of the employer .....
2. Whether Head Office .....
   Branch/Office .....
3. Nature of bussiness/principal activity .....
4. Total Number of person on the Pay roll of establishment (This figure should include every person whose wage or salary is paid by the establishment)
5. Total number of disabled persons (disability - wise) on the pay roll of the establishment, (this figure should include every person with disability whose wage or salary is paid by the establishment.)
6. (a)Occupational qualification of all employees as given in item - 5 above. (Please give below the number of employees in each occupation separately)

Occupation	Numbers of employees			
Use exact terms such as engineer (Mechanical);teacher(domestic/ science), Officer on duty (actuary); Assistant Director (Matallurgist); Scientific Asstt. (Chem); Research Officer (Economist); Instructor (Carpenter); Supervisor (tailor); Fitter (Internal combustion engine); Inspector (Sanitary); Superintendent (Office); apprentice (Electrician)	Men with disability	Women with disability	Nature & extend of disability	Total
1	2	3	4	5
TOTAL				

b) Please indicate the main reason for any increase or decrease in employment if the increase or decrease is more than 5% during the quarter .....

7. Vacancies :- Vacancies carrying total emolument of Rs. 60/- or over per month and of over three months duration.

a) Number of vacancies occured and notified during the quarter and the number

Number of vacancies which come within the purview of the Act.

Occurred	Notified		Filled	Sources (Describe the source from which filled)
	Local Spl. Emp Emp. Exchge.	G.E.E.		
1	2	3	4	5
TOTAL:				

(b) Reason for not notifying all vacancies occurred during the quarter under report vide 2(a) above .....

8. *Man power shortages*

Vacancies/ posts unfilled because of shortage of suitable applicants.

Name of occupation or designation of the post	Number of unfilled vacancies/posts		
	essential qualification	essential experience	experience not necessary
1	2	3	4

Please list any other occupation for which this establishment had recently any difficulty in obtaining suitable application

Signature of employer

FORM - IV

(See Rule 41)

1. Name of Applicant Organisation:
2. Address and Phone Number:
3. Applicants is:
   a) An Organisation registered under the societies Registration Act,1860(Act XXI of 1860):
   b) A Public Trust Registered under any law for the time being in force:
   c) Indian Red Cross Society or its branches:
   d) Company Registered under Section 25 of the Companies Act,1956:
   e) Any other Organisation (details of registration with the name of the Act) which may be recognised by the Ministry for the purpose of this scheme (Details of registration with the name of the Act):
4. Date of establishment of the Organisation:
5. Nature of the Organisation. (Please indicate precisely whether it is educational or training institution or a workshop for the blind ,the deaf and the dumb, the orthopaedically Handicapped or mentally retarded persons etc.):
6. Brief History of the Organisation and of its objects and activities:
7. Whether recognised by the State Government:
8. Whether the organisation is of an all India character. If so give the nature of its All India activities:
9. Whether located in its own/rented building:
10. Present number of disabled beneficiaries:
11. Likely dates of commencement and completion of project:
12. Whether the project is likely to be assisted by some other Official or non-Official source:
13. Whether necessary land for the proposed building is available. If so, give details. (Please indicate the location of the plot and enclose permission certificate for

14. (a) Whether trained staff and other suitable facilities for undertaking the project are available, If so, give details.
    (b) In case new staff is to be appointed, give details of the qualifications, academic, professional and experience prescribed for the purpose.
    (c) Number of the employees working in the Organisation.

15. List of papers/statements to be attached.
    (a) Prospectus or a brief descriptive note giving aims and objects/activities of the Organisation;
    (b) Constitution of the Organisation
    (c) constitution of the Board of Management with particulars of each member:
    (d) Latest available annual report :
    (e) Income and expenditure accounts, and Receipt and payment accounts duly audited by a chartered Accountant or a Government auditor for the last two years for the Organisation as a whole (alongwith a copy of the certified balance sheet from the previous financial year for the Organisation as a whole)
    (f) A statement giving details (year, purpose amounts, etc.) of assistance received during the last five years from the Central/State Government, Central Social welfare Board, local Bodies or any other quasi-Government institution including request made thereof to anyone of those or any other Organisation for the project under Consideration or for any other project.
    (g) A statement giving item-wise and year-wise details of estimated recurring and non-recurring expenditure on the project;
    (h) A copy each of the plan of the proposed building (rough sketch giving broad indication of the building to be constructed and area to be covered) and estimated cost of construction;
    (i) A statement indicating the equiptments, apparatus furniture, library books etc. (by number of details which ever is possible) already available; and separately a statement indicating the above items purchased years wise with financial assistance from the ministry of Welfare ; and
    (j) Details budget estimated of the Organisation as a whole exhibiting the estimated receipts and expenditure during the year for which grant sought for;

16. List of additional paper, if any;

17. List of additional information, if any;

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